

UNITED STATES DEPARTMENT OF AGRICULTURE

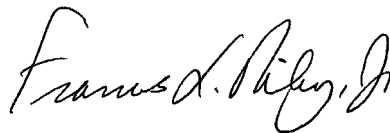
Farm Service Agency
Washington, DC 20250

Notice BU-624

For: State and County Offices

Cumulative State and County Office Disbursements Report (BU-541R)

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

Detail and Summary Reports are sub reports of BU-541R and have been added to the CCC CORE Accounting Data Mart and the State Office Reports Page.

Detail Reports provide:

- State and County Offices with detailed information to monitor disbursement, collection, and payment activity for the current month and year-to-date (YTD) for all farm programs, sub programs, and program years that are administered in the State and County Offices
- information to verify totals
- information to users outside FSA and is distributed in the State, a county within a State, all counties within a State, or nationally for all States combined.

Summary Reports provide summarized disbursement, collection, and payment activity for the current month and YTD information for all farm programs and program years that are administered in the State and County Offices.

B

Purpose

This notice provides instructions for using the new Detail and Summary Reports.

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Disposal Date	Distribution
June 1, 2003	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C

Contacts

If there are any questions about this notice, contact either of the following:

- Tolleicsa Wells, KCFO, ASPS at 816-926-6816
 - Terry Luehrs, KCFO, FAD at 816-926-1142.
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2 General Information

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Brio Software Training

For Brio software training for accessing the reports, contact Jeffrey O'Connell, KCFO, ASPS, at 816-926-6747.

B

Research Options

The following are research options for the Detail and Summary Reports for an inquiring State, county within a State, all counties within a State, or nationally for all States combined:

- State
 - county
 - fiscal year
 - month
 - program.
-

C

National and State Office Action

National and State Office users shall use the Detail and Summary Reports to:

- obtain information for disbursement, collection, and payment activity
 - verify totals
 - distribute information to users outside FSA.
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D

Availability

Detail and Summary Reports are available upon issuance of this notice.

E

Restricted Use

Users must have a Brio software license and password.

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2 General Information (Continued)

F

Software Requirements

National and State Office users **must** use the Brio Insight plug-in.

Note: Contact Rose Lawson at 816-926-6424 to:

- obtain the Brio plug-in
 - set up the password for accessing the CCC reports.
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3 State Office Action

A

Accessing Detail Reports

Follow the instructions in this table to access the FSA Data Warehouse Home Page and Detail Reports.

Step	Action	Result
1	Open web browser.	The location box will be displayed.
2	Enter http://dwhouse.usda.gov in the location box, and PRESS “Enter”.	FSA Page will be displayed.
3	On the FSA Page, select “State Office Reports”.	State Map Page will be displayed.
4	On the State Map Page, select a State.	A list of reports will be displayed.
5	Select Detail Reports to be viewed.	Username and Password Required Menu will be displayed.
6	Enter your assigned data warehouse username and password, and PRESS “OK”.	A list of States, counties, fiscal year, month, and programs will be displayed.
7	Select limits from the list of States, counties, fiscal year, month, and program(s) to do any of the following: <ul style="list-style-type: none">• process query• view pivot• view report• print report.	The selected Detail Reports will load the Brio Insight software with the requested data.

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3 State Office Action (Continued)

B

Accessing Summary Reports

Follow the instructions in this table to access FSA Data Warehouse Home Page and Summary Reports.

Step	Action	Result
1	Open web browser.	The location box will be displayed.
2	ENTER http://dwhouse.usda.gov in the location box, and PRESS “Enter”.	FSA Page will be displayed.
3	On the FSA Page, select “State Office Reports”.	State Map Page will be displayed.
4	On the State Map Page, select State.	A list of reports will be displayed.
5	Select Summary Reports to be viewed.	Username and Password Required Menu will be displayed.
6	Enter your assigned data warehouse username and password, and PRESS “OK”.	The fiscal year, month, and programs will be displayed.
7	Select a fiscal year, month, and program(s) to do any of the following: <ul style="list-style-type: none"> • view report • print report • process query. 	The selected Summary Reports will load the Brio Insight software with the requested data.

4 National Office Action

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Accessing Detail Reports Follow the instructions in this table to access FSA Data Warehouse Home Page and Detail Reports.

Step	Action	Result
1	Open web browser.	The location box will be displayed.
2	ENTER http://dwhouse.usda.gov in the location box, and PRESS “Enter”.	FSA Page will be displayed.
3	On the FSA Page, select “CCC CORE Accounting Data Mart”.	CCC CORE Accounting Data Mart Page will be displayed.
4	On the CCC CORE Accounting Data Mart Page, select “CCC State/County Office Reports”.	Username and Password Required Menu will be displayed.
5	Enter your assigned data warehouse username and password, and PRESS “OK”.	Detail and Summary Reports will be displayed.
6	Select Detail Reports to be viewed.	A list of States, counties, fiscal year, month, and programs will be displayed.
7	Select limits from the list of States, counties, fiscal year, month, and program(s) to do any of the following: <ul style="list-style-type: none"> • process query • view pivot • view report • print report. 	The selected Detail Reports will load the Brio Insight software with the requested data.

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4 National Office Action (Continued)

B

Accessing Summary Reports

Follow the instructions in this table to access FSA Data Warehouse Home Page and Summary Reports.

Step	Action	Result
1	Open web browser.	The location box will be displayed.
2	ENTER http://dwhouse.usda.gov in the location box, and PRESS “Enter”.	FSA Page will be displayed.
3	On the FSA Page, select “CCC CORE Accounting Data Mart”.	CCC CORE Accounting Data Mart Page will be displayed.
4	On the CCC CORE Accounting Data Mart Page, select “CCC State/County Office Reports”.	Username and Password Required Menu will be displayed.
5	Enter your assigned data warehouse username and password, and PRESS “OK”.	Detail and Summary Reports will be displayed.
6	Select Summary Reports to be viewed.	A list of States, counties, fiscal year, month, and programs will be displayed.
7	Select limits from the list of States, counties, fiscal year, month, and program(s) to do any of the following: <ul style="list-style-type: none"> • view report • print report • process query. 	The selected Summary Reports will load the Brio Insight software with the requested data.

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5 Fields Used on Detail and Summary Reports of Programs

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Detail Reports of Programs

The following table provides the name and description of each field displayed on Detail Reports.

Field	Description
State	State where the report was established.
County	County within the State where the report was established.
Fiscal Year	The fiscal year the report covers.
Month	The month within the fiscal year the report covers.
Programs	The various budget reports.
CCC State and County Reports	
Process Query	Process query with selected parameters.
View Pivot	Pivot allows viewing data in different ways.
View Report	View pre-defined format report.
Print Report	Print report to local printer.

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Summary Reports of Programs

The following table provides the name and description of each field displayed on Summary Reports.

Field	Description
Select a Fiscal Year	The fiscal year the report covers.
Select a Month	The month within the fiscal year the report covers.
Select a Program	The various budget reports.
BU-541R National Office Report	
View Report	View pre-defined format report.
Print Report	Print report to local printer.
Process Query	Process query - retrieve data for different month/year.
